

License Information

Contractor licensing for work performed within the City of Key West applies to all local contractors, out-of-town contractors, and all subcontractors. There are basically four categories of licensing levels available with limited exceptions. Listed below are the minimum requirements required for procurement of necessary licensing.

1. State Certified Contractors (performing work for more than 30 days)

- a. Business tax of \$295 per year.
- b. Copy of State of Florida Contractor's License.
- c. Proof of established business address. Property listed as business address must be properly zoned for office use. Proof of occupational license for home offices must be provided.
- d. Copy of Liability Insurance Certificate listing The City of Key West as certificate holder.
- e. Copy of Workers Compensation Policy listing The City of Key West as the certificate holder.

2. State Certified Contractors (performing work for less than 30 days per year)

- a. No registration fee.
- b. Copy of State of Florida Contractor's License.
- c. Proof of established business address. Property listed as business address must be properly zoned for office use. Proof of business tax receipt for home offices must be provided.
- d. Copy of Liability Insurance Certificate listing The City of Key West as certificate holder.
- e. Copy of Workers Compensation Policy listing The City of Key West as the certificate holder.
- f. Letter indicating intended work days

3. State Registered Contractors

- a. Business tax of \$295 per year.
- b. Competency card.
- c. Copy of State of Florida Contractor's Registration Certificate.
- d. Proof of established business address. Property listed as business address must be properly zoned for office use. Proof of business tax receipt for home offices must be provided.
- e. Copy of Liability Insurance Certificate listing The City of Key West as certificate holder.
- f. Copy of Workers Compensation Policy listing The City of Key West as the certificate holder.
- g. Proof that the licensed qualifier has successfully passed the trade, business and law sections of a proctored exam as given by either Block and Associates or Experior Assessments, LLC.

4. Specialty Contractors (painting, drywall, tile, aluminum, demolition etc.)

- a. Business tax of \$90.00 per year.
- b. Proof of established business address. Property listed as business address must be properly zoned for office use. Proof of business tax receipt for home offices must be provided
- c. Copy of Liability Insurance Certificate listing The City of Key West as certificate holder.
- d. Copy of Workers Compensation Policy listing The City of Key West as the certificate holder.
- e. Proof that the licensed qualifier has successfully passed the trade, business and law sections of a proctored exam as given by either Block and Associates or Experior Assessments.
- f. Competency card.